

TITLE: Class B Station Admin. Officer Training for Finance Responsibilities

OBJECTIVES: To train junior administrative personnel who will assume responsibility for rendering financial reports and maintaining financial records at small stations where a trained Finance Officer is not assigned. Through lectures and an actual examination of accountings from the post to which the employee is assigned familiarity with both general procedures and actual problems is obtained.

PREREQUISITES: Top Secret Clearance
Contemplated assignment to a specified Class B Station or base overseas.

ENROLLMENT: 5 to 10

DURATION: Two weeks (80 hours)

LOCATION: Headquarters

Distribution:

- 1 - Finance Div. Attn:
- 1 - DD/S
- 1 - Chrono

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